

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



Reference: A/3/10  
Ministry of Health and Child Care  
P.O. Box CY1122  
Causeway  
HARARE

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

21 May 2021

**VACANCY CIRCULAR NO. 79 of 2021**

**DISTRIBUTION LIST "C"**

**VACANCY: SISTER IN CHARGE (COMMUNITY) X 1 POST: MANGWE DISTRICT: MATABELELAND SOUTH PROVINCE**

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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:** District Nursing Officer

**JOB SUMMARY**

Responsible for planning, organising implementing, monitoring and evaluating nursing activities at community level.

**RESPONSIBILITIES**

1. Sets performance targets for clinic nurses.
2. Manages and coordinates reproductive health, EPI, IMNCI, HIV AND AIDS AND CGHC programmes.
3. Ensures integrated disease surveillance is conducted for early detection and appropriate response to imminent and confirmed outbreaks.
4. Promotes and supports identified areas for research.
5. Interprets and ensures that government policies are adhered to by the staff under her/his supervision.
6. Collaborates with other relevant stakeholders in the district on community health activities.
7. Monitors accuracy, completeness and timely submission of data from all health facilities in the district.
8. Promotes and maintains professionalism and ethics among nurses in all primary health care facilities.
9. Organizes and implements orientation and induction programmes for new staff in the primary health care facilities.

10. Produces reports as and when required.

**QUALIFICATIONS AND EXPERIENCE**

Degree/Diploma in General Nursing  
Degree/Diploma in Midwifery  
Degree/Diploma in Community Nursing  
Any other post basic qualifications will be an added advantage  
Applicants should be registered with the Nurses Council of Zimbabwe and should have a valid practising certificate

**SALARY SCALE:** Will be disclosed to short listed candidates

**APPLICANTS SHOULD STATE**

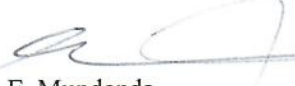
1. Full names: (Surname first)
2. Date of present appointment
3. Date and place of birth
4. Present salary and date first received
5. Whether temporary, on probation or fixed establishment
6. Qualifications, full details of previous experience including dates of training.
7. Employee code number.
- 8. 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, Matabeleland South, P. O. Box 39 Gwanda** 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 31 May 2021.**

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

This Circular cancels and replaces Vacancy Circular No. 141 of 2020 and the Addendum dated 10 December 2020. Any inconveniences caused is sincerely regretted.

  
E. Mundenda  
Director Human Resources

**FOR: SECRETARY FOR HEALTH AND CHILD CARE**

**SECRETARY FOR HEALTH AND CHILD CARE**  
**DIRECTOR HUMAN RESOURCES**  
**24 MAY 2021**  
**PO BOX CY 1122, CAUSEWAY**  
**ZIMBABWE**

**SECRETARY FOR HEALTH AND CHILD CARE**  
**HUMAN RESOURCES ESTAB.**  
**24 MAY 2021**  
**PO BOX CY 1122, CAUSEWAY**  
**ZIMBABWE**

**Cc: Executive Director, Health Service Board: Ms R. R. Kaseke**  
**A/Chief Director, Curative Services: Dr. M. Hove**  
**Provincial Medical Director-Matabeleland South: Dr. R. Chikodzore**  
**A/Director- Nursing Services: Dr. L. G. Dodzo**