

All correspondences to be addressed to the Permanent Secretary for Health and Child Care
Telephone: +263-242-730011/798537-70



Reference: A/3/9
Ministry of Health and Child Care
P.O. Box CY1122
Causeway
HARARE

18 November 2021

VACANCY CIRCULAR NO. 157 OF 2021

DISTRIBUTION LIST "C"

VACANCY: SISTER IN CHARGE (THEATRE) X 1 POST: KAROI DISTRICT HOSPITAL MASHONALAND WEST 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 Registered Genera Nurses in the Health Service.

REPORTS TO: Matron 111 {Senior Nursing Officer 111}

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

RESPONSIBILITIES

1. Plans, organises, controls and co-ordinates nursing duties
2. Evaluates nursing activities.
3. Monitors quality of client care continuously and ensures staff to infection control prevention 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

1. Degree/Diploma in General Nursing.
2. Degree/Diploma in Operating Theatre Nursing
3. Any other post basic qualification in Nursing or Midwifery is an added advantage.
4. Applicants should be a Senior Registered Nurse
5. Registration with the Nurses Council of Zimbabwe plus 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, Mashonaland West, P. O. Box 139, Chinhoyi** and must pass through the Head of Office who must attach a copy of the Results Based Personnel Performance Appraisal Form for 2019 **not later than 25 November 2021.**

- NB**
1. Short-listed candidates must bring original certificates when called for interview.
 2. Short-listed candidates must bring original certificates when called for interviews.


E. Mundenda
Director, Human Resources

FOR: SECRETARY FOR HEALTH AND CHILD CARE

Cc: A/Executive Director, Health Service Board: Mr. A. Mbengwa
Chief Director, Curative Services: Dr. M. Hove
A/Provincial Medical Director, Mashonaland West: Dr. G. Masoja
Director Nursing Service: Mrs. N. Chiwara

