

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



Reference: A/3/8
Ministry of Health and Child Care
P.O. Box CY1122
Causeway
HARARE

20 May 2021

VACANCY CIRCULAR NO. 65 OF 2021

DISTRIBUTION LIST "C"

**VACANCY: SISTER IN CHARGE (GENERAL) X 1 POST: NYANGA DISTRICT
HOSPITAL: MANICALAND 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 General Nurses in the Health Service.

REPORTS TO: Matron/Senior Nursing Officer 111

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

RESPONSIBILITIES

1. Promotes and maintains professionalism and ethics.
2. Articulates the nursing process and nursing care plan.
3. Maintains accurate records.
4. Conducts staff appraisals.
5. Teaches and counsels staff and clients.
6. Promotes affective communication between all health care givers, patients and relatives.
7. Provides quality nursing care to patients.
8. Administers nursing activities in the ward.
9. Mentors junior staff and students.
10. Organizes and implements orientation and induction programmes for new staff in the ward.
11. Prepares weekly schedules of duties to ensure that ward coverage and correct hours of work are adhered to.
12. Checks on safety and custody of drugs.
13. 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. A Post Basic qualification in Nursing or Midwifery
3. At least 2 years' experience as a Senior Registered General Nurse.
4. 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.**

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 vacancy circular are brought to the attention of all eligible candidates including those on leave.

Applications must be addressed to **The A/Provincial Medical Director, Mashonaland East, P. O. Box 10, Marondera** 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

A/ Provincial Medical Director, Mashonaland East: Dr. Matsvimbo

A/Director Nursing Service: Dr. L. Dodzo

