

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



Reference: A/3/91
Ministry of Health and Child Care
P.O. Box CY1122
Causeway
HARARE

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

18 November 2021

VACANCY CIRCULAR NO. 158 OF 2021

DISTRIBUTION LIST "C"

VACANCIES: NURSE TUTOR X 6 POSTS (SCHOOL OF NURSING: PARIRENYATWA GROUP OF HOSPITALS)

Applications are invited from suitably qualified and experienced members who are eligible for regrading to the above mentioned vacant posts in terms of the Appointment, Performance Advancement, Regrading, Transfer, Promotion and Training Procedures for Nursing Tutors in the Health Service.

REPORTS TO: Principal Tutor

JOB SUMMARY

Responsible for training basic and post basic learners

RESPONSIBILITIES

1. Participates in meetings for allocation of groups, lectures and completion of tasks assigned to him/her by the Principal Tutor.
2. Develops timetables for Blocks in consultation with the Senior Tutor-In-Charge.
3. Prepares and participates in classroom and clinical teaching.
4. Orders provisions of required teaching aids.
5. Ensures availability of adequate facilities to facilitate the teaching and learning process.
6. Maintains documents for students under his/her personal control and advising Principal Tutor.
7. Completion of mark sheets and confidential reports on students.
8. Maintains group register and record of lectures for each Block, transfer of information to student's personal files.
9. Prepares lectures, visual aids and handouts.
10. Sets examinations and prepares model answers.
11. Marks tests and examinations.
12. Counsels students with learning problems.
13. Follows up on adverse reports/assessment results and refers to Senior Nursing-In-Charge as required.
14. Participates in Clinical teaching and spends a minimum of 40% of worktime in the Clinical area.
15. Conducts practical demonstrations and ensures that students gain sound foundation.

16. Participates in clinical assessments.
17. Participates in in-service, orientation or other courses as required.
18. Participation in supervision of students tutors on attachment.
19. Participates in interviews of candidates for Midwifery training.

20. Evaluation of Blocks with students, submission and follow-up of recommendations to the Principal Tutor.
21. Attends meetings, compiling and safe keeping minutes of the meetings.
22. Participates in preparations for prize giving and graduation ceremonies.

QUALIFICATIONS AND EXPERIENCE

1. Degree/Diploma in General Nursing.
2. Post basic qualification in Nursing or Midwifery
3. BSc in Nursing with a major in Nurse Education. (Registered with Nurses Council of Zimbabwe).
4. Master's Degree in Nursing/Midwifery/ Public Health is an added advantage
5. 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.

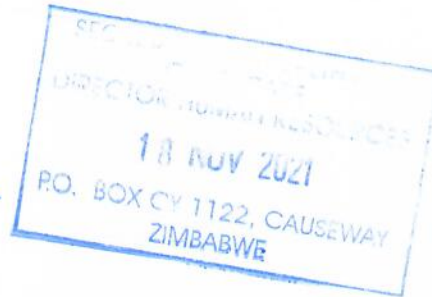
APPLICANTS SHOULD STATE

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 these posts, 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 **A/Chief Executive Officer, P. O. Box CY 198, Causeway** and applications 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. Failure to submit such a report will delay the regrading exercise.
 2. Short-listed candidates must bring original certificates when called for interviews.




E. Mundeda
Director, Human Resources

FOR: SECRETARY FOR HEALTH AND CHILD CARE

Cc: Executive Director, Health Service Board: Mr. A. Mbegwa
Chief Director, Curative Services: Dr. M. Hove
A/Chief Executive Officer, Parirenyatwa Group of Hospitals: Dr. A. Maunganidze
Director of Nursing Services: Mrs. N. Chiwara