

CENTRAL HOSPITALS	
Requirements	
	<ol style="list-style-type: none"> 1. A Bachelor's degree (NQF7) in the Health/Medical Sciences; and a qualification in management. 2. Plus, a post-graduate qualification (NQF8) in the health or management sciences. 3. At least eight (8) years to 10 years' experience in the health management and preferably of a hospital. 4. Proven management competencies with specific reference to the health care environment. 5. Ability to manage KPAs of highly qualified health specialists. 6. Driver's license.
Competencies 1: Knowledge	
	<ol style="list-style-type: none"> 1. Knowledge of health systems, health services and priority health programs and relevant legislation including but not limited to: The National Health Act, PFMA, Public Service Act and related Regulations and Policies.
Competencies 2.: Core Competencies	
	<ol style="list-style-type: none"> 1. Strong strategic capability. 2. Values-based leadership that is ethical, caring, and compassionate, decisive, responsive, and accountable. 3. Capability to build strong relationships with health sciences higher education institutions and other stakeholders. 4. Program and project management 5. Financial management 6. Change management 7. People management and empowerment.
Competencies 3: Process Competencies	
	<ol style="list-style-type: none"> 1. Service delivery innovation. 2. Knowledge management. 3. Problem solving and analysis. 4. Communication. 5. Client orientation and customer focus.
KRAs 1: Job Purpose	

1. Plan, direct, co-ordinate and manage the effective delivery of clinical, corporate and facility management support services by working with the key executive management team at the hospital within the legal and regulatory framework.
2. Represent the hospital authoritatively at Provincial and Public Forums.
3. Provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.
4. Ensure accountability to the Hospital Board as the representatives on the community.
5. Be part of a collective leadership and take ownership to improve health services across the hospital's drainage area and health platform.

KRA 2: Strategic Planning and Management

1. Prepare a strategic plan for the hospital to ensure that it is in line with the National, Provincial, Regional and District plans.
2. Develop and implement an annual business plan for service delivery based on current and future needs assessment and priorities within the parameters of the package of care that is to be provided by the hospital.
3. Develop, implement and maintain a contingency plan to deal with any emergency and or surge in service pressures that the hospital may have to deal with including plans for evacuation.
4. Appropriate planning and implementation to ensure infrastructure and medical equipment is maintained and revitalized.

KRA 3: Financial Management

1. Ensure compliance with the hospitals' statutory responsibilities in terms of the PFMA and other National and Provincial Policies and guidelines.
2. Maximise revenue through collection of all income due to the hospital
3. Ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines.
4. Ensure that adequate policy, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization.
5. Ensure that adequate policies, management systems and procedures are in place to enable the management of financial resources on a decentralized basis to ensure effective service delivery and maintain financial control.
6. Ensure effective contract management.
7. Monitoring and evaluation and asset and risk management.
8. Ensure effective management of Public-Private Partnerships.

KRA 4: Facility Management

1. Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery.

<ol style="list-style-type: none"> 2. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. 3. Ensure infrastructure maintenance and improvements in keeping with service requirements and relevant legislation.
<p>KRA 5: Human Resource Management</p> <ol style="list-style-type: none"> 1. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources to improve service delivery within the Public Service regulatory framework and relevant delegations. 2. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. 3. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. 4. Ensure sound employee relations in terms of applicable labour legislation. 5. Ensure an employee wellness programme is in place to promote staff wellbeing
<p>KRA 6: Procurement and Management of Equipment and Supplies</p> <ol style="list-style-type: none"> 1. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA. 2. Ensure that goods and services are procured in a cost effective and timely manner
<p>KRA 7: Clinical and Corporate Governance and Quality of care</p> <ol style="list-style-type: none"> 1. Ensure that policies and procedures are developed and maintained to render effective, efficient, quality and safe clinical care and patient administration services to attain optimal patient experience and clinical outcomes within the Academic Health Complex. 2. Oversee clinical governance including continuous quality improvement, morbidity and mortality monitoring and management, management of adverse events and patient complaints and implementation of corrective measures to ensure high standards of patient care. 3. Ensure comprehensive quality assurance and improvement with national standards 4. Responsible for corporate governance inclusive of audit outcomes- 5. Manage the institution's risks to ensure optimal achievement of health outcomes.
<p>KRA 8: Teaching, Training and Research</p> <ol style="list-style-type: none"> 1. Ensure the health service platform is appropriately accessible for the training of health professionals. 2. Ensure that the teaching, training and research responsibilities should be collaboratively managed with the HEIs through the formalization of MOA / SLAs and regularly reviewed.

KRA 9: Information Management and Management policies and systems

1. Ensure proper record - keeping in the hospital through the utilisation of paper based and electronic systems.
2. Implement and utilise the prescribed transverse Public Service information systems (e.g., PERSAL).
3. Ensure that information risk management, security, business continuity and support protocols are implemented and adhered to.
4. Implement Legislative requirements of medical records management including PAIA (Promotion of Access to Information Act. 2000.)
5. Optimize the use of IT systems and innovative applications within national and provincial policies to improve efficiencies and service delivery.

APPLICATIONS: The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.

FOR ATTENTION: Ms M Shitiba

NOTE: All short-listed candidates for the advertised posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. In addition, all shortlisted candidates will be subjected to a competency assessment prior the interview. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to final selection phase. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3)

months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.