



PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)

POSTED ON : 14 NOVEMBER 2016

CLOSING ON : 28 NOVEMBER 2016

ENQUIRIES : MS C NGENI

TEL NO: (041) 406 4416

NB: ALL APPLICATIONS: Must be submitted Human Resource Office, Dora Nginza Hospital Private Bag 11951, Algoa Park Port Elizabeth 6005. Hand deliver to Administration Block, 1st Floor, Spondo Street, Zwide

POST/01 CHIEF EXECUTIVE OFFICER (CEO)

CENTRE DORA NGINZA HOSPITAL

REF NO. ECHEALTH/CEO/DNH/2016

SALARY LEVEL 12

SALARY SCALE R 898 743 – R 1058 691 p.a. (All inclusive Package)

REQUIREMENTS A Degree/Advanced Diploma in Health related field plus Degree/Diploma in Health Management or Degree/Advanced Diploma I Management field. Registration with the relevant professional Council. At least five (5) years managerial experience the Health Sector at middle Management. Experience as a health service manager or significant experience in management in a health service environment. A valid driver's license. Knowledge of relevant legislation such as National Health Act, Public Financial Management Act (PFMA), Public Service Regulation and related policies. Strategic capability and leadership programme and project management. People management and empowerment. Service delivery innovation. Knowledge Management. Client orientation and customer focus.

DUTIES To plan, direct, coordinate and manage the efficient delivery of clinical and administration support service through working with the key executive management team at the hospital within the legal regulatory framework. To prevent the hospital authority at provincial and public forum. To provide strategic leadership to improve operational efficient within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure it is in line with 10 point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due

to the hospital; ensure that the adequate policies, systems and procedures are in place to enable to prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management, facility Management ensure business support and system to promote optimal management of the institution as well as optimal service delivery. Ensure that system and procedures are in place to ensure planning and timeous maintenance of facilities and equipment.

Directions to candidates: Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.ehealth.gov.za/uploads/files/110706122520> and must be completed in full accompanied by certified copies of Identity Document, Driver's License, school certificate and formal qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address provided for each post. **N.B.** No faxed, emailed or late applications will be considered and certifying stamp must not be older than 3 months. Failure to comply with the above instructions will lead to applications being disqualified. **All short-listed candidates will be subjected to reference-checking, security screening and vetting.** Proof of experience on original letter heads must accompany your application where experience is called for in the advert. Correspondence will be limited to short-listed applicants and therefore CV's should include 3 contactable referees (work related). **"People with disabilities are encouraged to apply"**.

The Department reserves the right not to appoint to any/all advertised posts.