

PROVINCIAL ADMINISTRATION: EASTERN CAPE

CLOSING DATE: 21 August 2023

NOTE: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

ADDITIONAL NOTE: Applicants must make use of the e-Recruitment when applying for the CEO post

Link: <https://erecruitment.ecotp.gov.za/>

The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (**NB: FOR TECHNICAL GLITCHES ONLY – NO CVs**). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel no: 040 608 1602/5/6/7

POST: CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/SPH/APL/01/08/2023

SALARY: R958 824– R1 125 825 per annum (Level 12) An all-Inclusive package

CENTRE: Alfred Nzo District, Sipepetu Hospital

NOTE: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act(PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems

and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

Enquiries: Ms L Mahlati Tel No: 039 255 0077