



**Eastern Cape
Department of Health**



Donald Woods
f o u n d a t i o n

Madwaleni Hospital is the site of exciting, innovative and challenging programmes aimed at delivering quality health care to communities of the Madwaleni-Mbashe region. The Donald Woods Foundation (DWF) has partnered with the Department of Health (DoH) in the multi-disciplinary approach to hospital and outreach levels of healthcare. Strong and dynamic leadership is a vital pre-requisite for further growth of Madwaleni's health services.

This position is a Department of Health position. As DWF functions within a legal framework governed by a joint Memorandum of Understanding and legally binding Service Level Agreement with the Dept of Health, all applications will need to be progressed in accordance with DoH guidelines and procedures.

Position: Madwaleni Hospital Manager

1. Key aspects of the position

- Location: Madwaleni Hospital, Elliotdale, Mbashe sub-district, Amathole District, Eastern Cape
- Remuneration: Hospital Manager Level
- Job reference: DWF142
- Summary: The hospital manager holds a key overall responsibility for the effective delivery of quality health care in the Mbashe sub-district based at Madwaleni Hospital, through proactive leadership and supportive management of both the clinical and administration departments.

2. Background

- Madwaleni district hospital is situated in the rural Mbashe sub-district of the Amathole district in the Eastern Cape. Originally a mission hospital, this government hospital is situated in a scenically-beautiful but very impoverished setting, where provision of health care to the community by the dedicated professional is a richly rewarding experience.
- The hospital has 180 usable beds, including TB, maternity, paediatric, general and isolation wards. A well-functioning laboratory is on site, as well as a theatre and X-ray facility.

- This government hospital is supported by the Donald Woods Foundation. For further information of the Foundation's role, please see www.donaldwoodsfoundation.org .
- Madwaleni has been chosen as one of the new sites under the National DoH Hospital Revitalisation programme, with planned allocation of resources under the categories of Organisation training and development, Quality Assurance, Health Technology and Infrastructure.

3. Essential Requirements

- 3 years experience preferable in public hospital environment
- Knowledge of Public Services Regulation and Public Financial Management Act
- Excellent verbal and written communications skills
- High level of computer literacy & driver's licence
- An appropriate degree/diploma in management, administration, human resource management or equivalent health related.

4. Role and Responsibilities

- Ensuring the effective management, co-ordination and control of all hospital services.
- Facilitating successful teamwork amongst clinical and administration departments to ensure effective and continuous provision of health care to the feeder community.
- Proactively leading the senior management team of the hospital, including the Clinical Manager, the Nursing Services Manager and Middle Manager: Administration.
- Developing work operation plans for the hospital
- Ensuring the effective control of assets of the hospital
- Budget planning and financial responsibility for the hospital
- Project Management and change management
- Developing policy implementation guidelines/manuals
- Training and developing personnel
- Working in partnership with key staff at sub-district (Dutywa) office and district (East London) office under the leadership of the District Manager, Amathole.

5. How to Apply

- Interested candidates are invited at this stage to email a CV to madwaleniHM@donaldwoods.org .
- All applications will be processed in accordance with Department of Health appointment procedures.
- Previous applicants are encouraged to re-apply.
- All applicants progressing to the next stage will be contacted in due course and will be processed in accordance with Dept of Health procedures.