VACANCY: HOSPITAL BOARD MEMBERSHIP

POSITION : MEMBER OF HOSPITAL BOARD

INSTITUTION : NGWELEZANA HOSPITAL

REFERENCE : NGWE 12/2020

HONORARY PAYMENT : R300 PER MEETING (Capped to a maximum of 4 meetings per annum)

DURATION : 3 YEAR TERM

MINIMUM REQUIREMENTS FOR THIS POSITION:
- Senior Certificate (Grade 12) or equivalent qualification
- Applicants must be residents of uMhlathuze Municipality
- A person of good standing in the community
- A person who does not have a contract with the Department of Health
- A person not employed by Kwa-Zulu Natal Department of Health
- A person not receiving any remuneration (salary or stipend) from Kwa-Zulu Natal Department of Health including business interests
- Youth, females and disabled persons are equally recommended

RECOMMENDATIONS:
- A person who possess sound knowledge and experience in healthcare services, legal, financial/business management, human resources management
- A person who is computer literate (must access to e-mail)

KNOWLEDGE AND COMPETENCES REQUIRED:
- Good organizing, planning, problem solving, communication and team building skills
- Basic understanding of Batho Pele Principles and Patients Right Charter
- Basic understanding or willingness to learn Public Service Acts, Policies and Regulations

KEY RESPONSIBILITIES:
- To perform the functions and carry out the duties and responsibilities imposed by Kwa-Zulu Natal Health Act No. 01of 2009
- Represent and promote the public / community and hospital interests
- Serve as a liaison person between the community members and the hospital
- Also liaise with other organizations with a view of assisting patients and staff in areas of special needs
- To become and remain acquainted with the operations of the hospital services, strategic planning matters and other functions for which such board is constituted
- To advise the administration on matters generally effecting the management of the hospital services and any complaint from the public, present them for further discussion and or proposed objective recommendations as may be appropriate
- To make recommendations to management regarding usage of resources
- Make reports or recommendations to the MEC for Health or HOD when deemed necessary
To raise additional funds for the hospital and specifying the manner in which these funds are to be utilised and ensuring that the annual reports are submitted to the Department

To conduct regular inspections at the hospital

Attend to Hospital Board Meetings (not miss two subsequent meetings) and provide feedback to the community they represent

ENQUIRIES : MRS C.N.N MKWANAZI TEL NO.: 035 901 7105

CLOSING DATE : 30 APRIL 2020

DIRECTIONS TO APPLICANTS

1. The following documents must be submitted:-
   (a) Application letter quoting reference number
   (b) Curriculum vitae
   (c) Certified copies of highest education qualification/s – not copies of certified copies
   (d) Certified copy of Identity Document – not copy of a certified copy

2. Failure to comply with the above instructions will disqualify applicants

3. Please note that due to the large number of applications received, there will be no acknowledgement of applications received.

4. Only successful candidates will be advised of the process outcome. Only the Member of Executive Council for Health (MEC) approves and appoints the members of the Hospital Board

5. Persons with disabilities are welcome to apply

6. Applications must be forwarded to Chief Executive Officer by post or applications can also be hand delivered to the addresses below:

   THE ACTING CHIEF EXECUTIVE OFFICER
   NGWELEZANA HOSPITAL
   PRIVATE BAG X 20021
   EMPANGENI
   3880

   ATTENTION: HUMAN RESOURCE DEPARTMENT

   OR

   Hand delivered to:

   HUMAN RESOURCE DEPARTMENT
   1ST FLOOR ADMIN BLOCK
   NGWELEZANA HOSPITAL