

GAUTENG DEPARTMENT OF HEALTH

POST: Junior Hospital Management Officer (Health Systems Strengthening)

Salary: R (Level 6–7, depending on HR grading) – per annum (plus benefits as applicable)

Centre: Charlotte Maxeke Academic Hospital

Reference Number: 2025/24

Purpose of the Position

To support the Hospital Management Team in improving service delivery, patient experience, operational coordination and quality of care. This post provides structured workplace learning for a recent graduate in Health System Science, enabling professional development toward future roles such as Hospital Manager / Deputy CEO / Clinical Governance Manager.

Minimum Requirements

- Honours Degree in Health System Science (NQF 8)
- No work experience required (recent graduates are strongly encouraged to apply).
- Computer literacy (MS Office).
- Strong communication and writing skills.
- Interest in health leadership, service delivery improvement, and public health system strengthening.

Key Responsibilities

- Assist in monitoring hospital performance indicators (waiting times, bed utilisation, patient flow).
- Participate in quality improvement activities such as patient safety audits and patient experience surveys.
- Support clinical governance processes and departmental meetings.

- Assist in the preparation of reports, presentations, and management briefs.
- Support complaint management, stakeholder engagement and community-feedback systems.
- Contribute to health system strengthening projects aimed at improving service access and efficiency.
- Participate in interdepartmental coordination to enhance continuity of care and referral pathways.

Skills & Competencies

- Understanding of health systems thinking and PHC approach
- Analytical and problem-solving ability
- Professional conduct, respect, and ethical reasoning
- Ability to work collaboratively in multi-disciplinary teams
- Willingness to learn and grow into leadership roles

Career Development Pathway

This position provides exposure and mentorship toward:

- Quality Assurance Officer
- Clinical Governance Coordinator
- Health Program Manager
- Deputy Hospital CEO / Hospital CEO (long-term progression)

Applications

Applications must be submitted online via:

<https://jobs.gauteng.gov.za/>

Closing Date: 31 October 2025

Enquiries: pumla.sodo@ghealth.gov.za