

## **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](mailto:pumla.sodo@ghealth.gov.za)