

**OFFICE OF THE CEO
COO: STRATEGIC INITIATIVES
SANDRINGHAM**

Pay Grade: E5 (Five year fixed term contract) Reference Number: Corp-COO-0322/001/01

KEY JOB RESPONSIBILITY

- Ensure that business operations and systems are efficient and effective and ensure the proper management of resources.
- Review key strategic priorities and initiatives, make recommendations and facilitate and drive key strategic initiatives through the inception phase.
- Develop policies and plans to improve productivity and associated fiscal improvements.
- Develop a plan on the modernisation of pathology services which shall integrate the production and training of personnel, personnel requirements for the future, modernisation of equipment and technology, financial sustainability of the organisation, and infrastructure development.
- Develop policies, plans and strategies for the implementation of National Health Insurance and put in place systems for the effective implementation of NHI.
- Facilitate data driven decision-making across the organisation that leads to meaningful actions.
- Implement new initiatives and resolve problems that cross multiple departments.
- To participate in the development and preparation of short and long term plans and budgets based upon broad organization goals and objectives, with a focus on strategic development and operational enhancement.
- Make recommendations for adoption to the Chief Executive Officer for strategic developments and operational enhancement, including personnel policies that will enable these.
- Direct the development and installation of operational controls and procedures to promote communication and adequate information flow, and thereby solidify integrated management control and direction of the Organisation.
- Create improvement strategies which will improve and promote efficiency and quality of the Organisation.
- Develop and establish operating policies consistent with the CEO's broad policies and objectives and enable their adequate execution. Appraise and evaluate the results of the overall operations regularly and systematically and report these result to the CEO.
- Ensure that all activities and operations are performed in compliance with local and state regulations and laws governing business operations Central role in developing and maintaining a sound plan of the Organisation.
- Coordinate and implement strategic programmes and initiatives.
- Establish policies to ensure adequate management succession for those functions/ business units falling under his/ her responsibility.
- Develop systems that enable a people and service centric organization where delivery is effective and patient satisfaction high on the organizational agenda.
- Responsible for developing systems for measurement and effectiveness of all processes internal and external and provides timely, accurate and complete reports on operations.

KEYCOMPETENCYREQUIREMENTS:

MINIMUM REQUIREMENTS

- Specialist degree in public health/pathology.
- Fifteen (15) years experience within strategic, projects and operational management of which seven (7) years' experience must have been spent at a senior management level with a proven track record in a healthcare environment.
- Strategy Formulation and Implementation skills.
- General Management/ Client Management/ Service and People management skills.
- Financial Management, Compliance and Communication Management skills.
- Strong leadership qualities and excellent team-building mentoring and interpersonal skills.
- Problem solving and Decision Making.

Attributes:

- A strong personal commitment to the development of Public Health in SA.
- The ability to articulate successfully the mission of the NHLS to clients, funders, services, research and teaching partners.
- An entrepreneurial and innovative approach to the growth of the NHLS and to the fulfillment of its goals.

CLOSING DATE: 31 MARCH 2022



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