

**OFFICE OF THE CEO
EXECUTIVE MANAGER – LABORATORY SERVICE
SANDRINGHAM**

Pay Grade: E5 (Five year fixed term contract)

Reference Number: CORCEO0918/01/004

KEY JOB RESPONSIBILITIES

- Responsible for designing, improving and implementing the laboratory systems / products that the company uses to produce or deliver its services.
- To lead a team of regional managers to deliver the strategy and operational strategic plans.
- To participate in the development and preparation of short-term and long-range plans and budgets based upon broad organization goals and objectives, with a focus on laboratory services.
- Make recommendations for adoption to the Chief Executive Officer for enhancing laboratory services.
- Direct the development and installation of operational controls, and procedures to promote communication and adequate information flow, and thereby solidify management control and direction of laboratory services.
- Create improvement strategies which will improve and promote efficiency and quality of laboratory services.
- Develop and implement laboratory operating policies consistent with the NHLS policies and objectives and ensure their adequate execution. Appraise and evaluate the results of overall laboratory operations regularly and systematically, and report these results.
- Ensure that all laboratory activities and operations are performed in compliance with local and state regulations and laws governing business operations.
- Oversee the laboratory operations of the organisation and manages its compliance with legal and regulatory requirements.
- Lead a people and service centric laboratory service where delivery is effective and client satisfaction high on the organizational agenda.
- Responsible for measurement and effectiveness of all laboratory processes internal and external and provides timely, accurate and complete reports on operations.

MINIMUM REQUIREMENTS AND KEY COMPETENCY:

- Health Professional Qualification. Minimum of a Master's degree in Health related discipline.
- Registration with HPCSA in relevant discipline.
- Ten (10) years' experience in the health environment.
- Five (5) years' experience on a senior management level in pathology and/ or diagnostic environment and/ or public health and /or infectious diseases .
- Management qualification will be advantageous.
- Extensive knowledge of laboratory/ pathology industry operations and its impact on health care delivery.
- Ability to understand the impact of service delivery to the end user.
- Evidence of knowledge of client needs expectations and deliverables.
- Financial Management, Compliance and Communication Management skills.
- Strong leadership qualities and excellent team-building mentoring and interpersonal skills.
- Problem solving and Decision Making.

ATTRIBUTES:

- Well versed on the market place and aware of how strategies and tactics may be applied to optimize business success.
- Evidence of knowledge of SA Legislation and applicable policies.
- Experience in managing a large department and unit budget.
- In spite a sense of vision, purpose and direction.
- Build organizational capability to deliver greater results.
- Exemplifies personal drive and integrity by adhering and promoting NHLS Values and aligning processes accordingly.
- Understand organisations direction and role within government and align activities within the NHLS strategies.

Should the successful candidate come from an internal academic platform their appointment would be underpinned with the assurance to return to a vacant position in their respective discipline after the expiry of the fixed term contract.

CLOSING DATE: 03 OCTOBER 2018



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