

THE SOUTH AFRICAN MEDICAL ASSOCIATION



Vacancy: CEO

The South African Medical Association (SAMA) is seeking to appoint the CEO at their Head Office in Erasmuskloof, Pretoria.

Job Purpose:

- 1.1.1 Establish and maintain an effective organisation for administering the affairs and for the carrying out of all NPC activities of the Employer and for providing administrative and managerial support to the Board, the National Council and its committees to ensure policy formulation and the implementation thereof;
- 1.1.2 Select, employ and retain a staff member to ensure effective performance of all duties as determined by the Act, Memorandum of Incorporation, any relevant Company Rules, the Council, the Board, or other committees of the Council;
- 1.1.3 Not make any recruitment decisions or conduct prior interviews in the absence of the knowledge of the office of the Chair;
- 1.1.4 Direct and administer the affairs of the employer within the framework of operating policies established by the board, and exercise control over all matters concerning the administration and management of the Employer through delegation of authority to, and review of the performance of, the staff reporting to him;
- 1.1.5 Provide for the maximum utilization of the resources of the Employer through sound planning, programme budgeting and control, administer approved budgets, and ensure adherence to authorize expenditures;
- 1.1.6 Within the limits of authority delegated to him by the Board, exercise the full authority necessary for the effective administration and management of the Employer, be responsible to the Board, report regularly to the Board on the performance of the Employee, and suggested appropriate actions for consideration and adoption by the Board to strengthen the administration of the Employer and its programmes;



- 1.1.7 Be an *ex officio* member of the National Council and of the Board, its Executive Committee and of all Committees of Council, but without voting power;
- 1.1.8 Be responsible for the smooth functioning of the Employer's administration with specific reference to:
- 1.1.8.1 Strategic Management;
 - 1.1.8.2 Financial Management;
 - 1.1.8.3 Human Resource Development and Management;
 - 1.1.8.4 Organisational Strategy and Policy Development and Management;
 - 1.1.8.5 Relationship development and management in accordance with the input of the office of the Chair especially with regard to relationships with external parties including stakeholders; and
 - 1.1.8.6 Information management.
- 1.1.9 Be responsible directly to the Board and perform such duties and exercise such powers and functions as may from time to time be reasonably assigned to or vested in him by the Board;

Job Requirements:

- MBCHB degree
- Relevant business degree – preferably an MBA or similar
- 5 – 10 years of similar work experience
- 10 years minimum post community service
- 5 years at managerial in Public Service (preferable)
- 5 years in Private Practice (preferable)
- Managed a service operation with a proven track record
- Implemented business strategies and proven ability of achieved objectives
- Undertaken a senior role in business for reasonable periods
- Proven ability to turn strategy into operation goals and achieving results

Term: Full time

To apply: submit a covering letter and a detailed CV to careers@samedical.org

Closing date: 30 April 2021

NB: If you have not been contacted by us within 6 weeks from the closing date please accept your application to be unsuccessful.