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REPUBLIC OF SOUTH AFRICA**

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**TO NATIONAL DEPARTMENT OF HEALTH/ ALL PROVINCIAL  
ADMINISTRATIONS**

**BENCHMARK JOB DESCRIPTION FOR CHIEF EXECUTIVE OFFICERS OF  
HOSPITALS**

1. To assist Provincial Administrations with the establishment and grading of posts of CEOs of hospitals, this Department developed a benchmark job description for three levels of CEO jobs to serve as advice to departments in accordance with Public Service Regulations Chapter 1, Part III. I. 4. The job evaluation system was applied to the information in the job description to determine the job weights and grading levels of the jobs. The results obtained through this process were subjected to a process of quality assurance with a panel of representatives from the National Department of Health, provincial health departments, "CEOs" of hospitals and the DPSA. Three levels of CEO were identified by classifying hospitals into District, Regional and Central hospitals.
2. The distinction between the different levels of hospitals (see Annexure A for the classification) was, inter alia, made on the basis of the complexity of the operating environment, the demands placed on the incumbent by this work environment, and the different levels of knowledge and skills required to function in the relevant jobs. The benchmark job description and job evaluation results for CEO jobs in District, Regional and Central hospitals are attached as Annexures B, C, D and E respectively. Departments can utilise this information as guidelines to create posts of CEO of hospitals. It should be noted that the job description is based on a model that is currently applied in the Gauteng Province. It is generally accepted as a good model and no role players in the consulting process objected to the usage of this model. It should, however, be applied taking the guidelines set out in paragraph 3 below into consideration.

3. With regard to the benchmark job description and job evaluation results, the following should be noted:

- (a) The key performance areas of CEOs are set out in the job description. Where key performance areas at hospitals differ significantly from that contained in the benchmark job description, due to for example, the size of the institution or field of speciality of services rendered, the job description should be amended accordingly. If a new job description is developed, the job should be evaluated to determine the appropriate grading of the post. Departments may use the attached job evaluation results and only change the responses to questions on aspects of the job which are different to the benchmark job evaluation results.
- (b) The primary purpose of a CEO is to manage the institution efficiently and effectively, in terms of the management framework of the Public Service and in accordance with the strategic direction of the National/Provincial Health Department. Persons who are substantially qualified as a manager or have strong management experience in the Health environment, should be appointed as CEO. CEOs should therefore be appointed on the basis of their management ability rather than their medical background or ability.
- (c) The results of the job evaluation process referred to above are as follows:

<b>POST</b>	<b>JE RESULT</b>	<b>GRADE THAN CAN BE ALLOCATED</b>
CEO: Level 3 Hospital (Central or equivalent)	14	Grade 14 (Chief Director or equivalent).
CEO: Level 2 Hospital (Regional or equivalent)	13+	Grade 14 (Chief Director or equivalent) or Grade 13 (Director or equivalent).
CEO: Level 1 Hospital (District or equivalent)	12 +	Grade 13 (Director or equivalent) or Grade 12 (Deputy Director or equivalent).

Decisions on the grades to be allocated can be based on factors such as organisational requirements and budgetary provisions. Please note that the gradings indicated above apply to full-time CEOs who function in accordance with the key performance areas and other requirements set out in the benchmark job description. Where other functions or a combination of functions are performed, the jobs should be evaluated individually.

- (d) The benchmark exercise did not address the position of CEOs of Provincial: Tertiary or Specialised Hospitals. Job descriptions for CEOs of these hospitals should be developed and graded on an individual basis.

  
^ ACTING DIRECTOR-GENERAL  
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