

Email:

ACADEMICS & QUALIFICATIONS

- INTERNAL AUDITING: NATIONAL DIPLOMA, CAPE TECHNIKON
- LLB, UNISA
- HEALTH ECONOMICS: POST GRADUATE DIPLOMA, UCT
- CORPORATE & ETHICS GOVERNANCE, UP – ETHICS INSTITUTE OF SA
- ADVANCED INDUSTRIAL RELATIONS (IR) COURSE
- FURTHER DEVELOPMENT – MASTER IN PUBLIC HEALTH 2024 (UCT)

PROFESSIONAL MEMBERSHIPS & ACHIEVEMENTS

- ADMITTED ADVOCATE OF THE HIGH COURT OF SA
- MEMBER OF THE SOUTH AFRICAN MEDICO-LEGAL ASSOCIATION
- MEMBER OF LERASA
- MEMBER OF INSTITUTE OF DIRECTORS (IODSA).

CERTIFICATION & COURSES

- MANAGEMENT DEVELOPMENT PROGRAM, INSTITUTE OF LEADERSHIP & MANAGEMENT (ILM)
- GLOBAL HEALTH: BIO-SOCIAL STUDIES – HARVARD (ONLINE)
- GLOBAL HEALTH: IMPROVING GLOBAL HEALTHCARE: QUALITY

Adv. Nontutuzelo Njeza
Hospital General Manager

- Experienced in steering and providing expedient advice and expertise across hospital on Financial Accounting, Auditing, Compliance, Corporate Governance, Regulatory, and Healthcare matters for alignment with business strategy goals.
- Agile, Efficient Achiever
- A medico-legal - Advocate with special interests in Healthcare Management.

Notable Skills and Attributes:

Leadership:

- Leads MANCO and Heads of Department including Unit Managers, Nursing and Administrative staff.
- Represent hospital at Budget / Board presentations.
- Extensive experience in general management within the healthcare industry.
- Relevant and sound understanding and exposure within the healthcare, with various levels of leadership.
- Ability to identify potential investment opportunities.
- Communication
- Strategy Development

Risk Mitigation:

- Design Risk Assessment Strategy with active reduction measures.
- Implementation and monitoring of hospital Disaster Management and Business Continuity Plan.
- Stakeholder engagement for positive synergistic effects on hospital-wide (financial/patient/etc.) risk issues.
- Good with decision making and problem-solving skills
- Coordinated market research to identify potential leads and opportunities.

Policy and Legislation:

- Member of the South African Medico Legal Association
- Admitted Advocate of the High Court of South Africa

Stakeholder Relations/ Management:

- Internal:
 - MANCO; Heads of Dept.; Staff
 - Hospital Managers within Group; Executive Management / Board of Directors
- External
 - Maintain and grow business relationships with key clients
 - Patients (incl. Relatives), Doctors / Specialists, Medical Aid Schemes, other Suppliers
 - Department of Health; neighboring Public Hospitals
 - Road Accident Fund
 - Trade Unions; Civic Organizations

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& SAFETY – HARVARD
(ONLINE)

- ADVANCED INDUSTRIAL RELATIONS

SKILLS

- STRATEGY, PLANNING & EXECUTING
- POLICY DESIGN
- REVENUE & COST MANAGEMENT
- RISK MANAGEMENT
- FINANCIAL ACUMEN
- LEGISLATIVE KNOWLEDGE
- TECHNICAL KNOWLEDGE
- DECISIVE LEADERSHIP
- CUSTOMER / SERVICE FOCUS
- SELF-MANAGEMENT & DEVELOPMENT
- COACHING & DEVELOPMENT
- TEAMWORK
- ANALYTICAL
- PROJECT MANAGEMENT
- REPORTING
- VERBAL & WRITTEN COMMUNICATION
- CHANGE AGENT
- PROACTIVE
- FOSTER RELATIONS

COMPUTER LITERACY

SAP

- PASTEL V6
- ORACLE FINANCIALS – ADVANCED
- ORACLE DISCOVERER

EXPERIENCE

MEDICLINIC HEART HOSPITAL – HOSPITAL GENERAL MANAGER

January 2022 – current

- To oversee and manage the general operations of the hospital to ensure safe patient care by providing comprehensive, high quality health care services.

KEY RESPONSIBILITY AREAS

Drive business growth and development
Build and maintain relationships with key stakeholders
Manage and control hospital budgets/finances
Manage the patient experience
Manage patient safety
Lead and manage the people in the hospital
Manage and mitigate hospital risks
Ensure continuous improvement of overall quality standards

LENMED HEALTH GROUP – ZAMOKUHLE PRIVATE HOSPITAL – HOSPITAL MANAGER

Oct 2018 – Dec 2021

- To oversee and manage the general operations of the hospital to ensure safe patient care by providing comprehensive, high quality health care services.

PHELANG BONOLO – BOTSHILU PRIVATE HOSPITAL – FINANCE AND ADMIN MANAGER

Mar 2017 – Sep 2018

- Phelang Bonolo is an aspiring private healthcare provider group currently with one 100-bed hospital based in Soshanguve Township, in the North of Pretoria.

To oversee Finance and Patient Administration processes in the Hospital.

CLINIX HEALTH GROUP – SELBY PARK PRIVATE HOSPITAL – FINANCE AND ADMIN MANAGER

Jan 2016 – Feb 2017

- Clinix Health Group was established in 1992 and today boasts a network of 6 private hospitals on the South-Eastern part of the Gauteng Province. To oversee Finance and Patient Administration processes in the Hospital

LIFE HEALTHCARE GROUP – 8 YEARS OF SERVICE

POSITIONS:

- Group Compliance Officer – Head Office
- Group Accountant – Head Office
- National Finance and Admin Manager – Life Esidimeni
- Finance and Admin Manager – Life Poortview and Riverfield Hospitals

July 2008 – Dec 2015

Life Healthcare Group, formerly Afrox Healthcare, is the second largest private hospital operator in South Africa, with 6,500 beds.

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Tel:

- ORACLE
- MICROSOFT OFFICE
- MICROSOFT EXCEL – INTERMEDIATE AND ADVANCED
- AXI – ACCOUNTING
- LOTUS 1-2-3 – ADVANCED
- TRIDENT
- OMUNET
- WEB ACCES – ACCOUNTING
- SMART STREAM

LEGISLATION

- NATIONAL HEALTHCARE ACT 61 OF 2003
- MENTAL HEALTH ACT 17 OF 2002
- CHILD JUSTICE ACT 75 OF 2008
- MEDICAL SCHEMES ACT 131 OF 1998
- PUBLIC FINANCE MANAGEMENT ACT – PFMA
- GENERAL ACCEPTED ACCOUNTING PRINCIPLES – GAAP
- INTERNATIONAL FINANCIAL REPORTING STANDARDS – IFRS
- INCOME TAX ACT
- KING REPORT – ON GOVERNANCE
- SARBANES OXLEY ACT OF 2002
- COMPANIES ACT 71 OF 2008

VIRGIN COSMETICS SOUTH AFRICA – ACCOUNTANT

Nov 2007 – 15 Jul 2008

Company Liquidated

- Responsible for Financial Management of the South African Division.

CUMMINS SOUTH AFRICA – FINANCIAL ACCOUNTANT (Botswana office)

Mar 2007 – Oct 2007

- Responsible for Financial Management of the Botswana Division

COIN SECURITY – ASSISTANT ACCOUNTANT

Jan 2005 – Feb 2007

OLD MUTUAL – ACCOUNTANT ASSISTANT

Nov 2001 – Nov 2004

P & O NEDLOYD– COST CONTROLLER

Jan 2001 – Jun 2001

SAFMARINE– FINANCIAL COORDINATOR

Jul 2000 – Dec 2000

BLAAUBERG MUNICIPALITY – INTERNAL AUDITOR (TRAINEE)

Dec 1999 – Mar 2000

BOARD COMMITTEES

- **MEDIA & TRAINING CENTRE FOR HEALTH (NGO) – TREASURY OF THE BOARD (CLOSED DOWN)**
 - PERIOD: JUNE 2006 TO 2010 DECEMBER
- **NATIONAL ADVISORY COUNCIL ON INNOVATION (NACI) - COMMITTEE MEMBER – ON THE ROLE OF THE NSI IN IMPLEMENTING THE NHI. DEPT. SCIENCE AND TECHNOLOGY.**
 - PERIOD – AUGUST 2021 TO JUNE 2023
- **BOARD MEMBER AT ROAD ACCIDENT FUND. JULY 2023 TO DATE (3 YEAR TERM) - CURRENT**
 - **SUB COMMITTEE – CHAIRPERSON RISK, GOVERNANCE, ACTUARIAL AND LEGAL COMMITTEE.**
 - **SUB COMMITTEE - MEMBER – REMUNERATION, HUMAN CAPITAL, SOCIAL AND ETHICS**
 - PERIOD: FOR BOTH ABOVE COMMITTEES FROM OCTOBER 2023 – IN LINE WITH BOARD 3 YEAR TERM
- **VAALE ORANGE CATCHMENT MANAGEMENT AGENCY – NATIONAL DEPARTMENT OF WATER AND SANITATION. BOARD MEMBER. DECEMBER 2023 – TO DATE (5 YEAR TERM) - CURRENT**
 - **SUB COMMITTEE – MEMBER – AUDIT AND RISK COMMITTEE**
 - **SUB COMMITTEE – WATER RESOURCE AND ENVIRONMENTAL MANAGEMENT**
 - PERIOD: FOR SUBCOMMITTEES – IN LINE WITH BOARD APPOINTMENTS (5 YEAR TERM)

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REFERENCES

Dr Morgan Mkhathwa - Chief of Operations at Lenmed Group

Mr. Thuso Masalela -

Gerrit Van der Berg -
