



VACANCY

HOSPITAL ADMINISTRATOR

Hwange Colliery Company Limited Holdings, a local diversified mid-tier company with business interests in Mining, Real Estate, Health Care, Agriculture, Energy and Financial Services has a vacancy under the Hwange Medical Company for a Hospital Administrator. Applications are invited from suitably qualified candidates who meet the following minimum requirements.

KEY RESULT AREAS

Strategic Leadership and Governance

- Vision implementation through setting up medium to long-term goals and ensure daily operations align with the HMC mission
- Creating and enforcing administration of policies and standard operating procedures (SOPs)
- Manage budgets, revenue cycles and cost control
- Enforce policies and procedures on data privacy, safety and ethics

Financial Oversight

- Coordinates Capital Expenditure (Capex) procurement for the division
- Develop and manage budgets
- Monitor expenditures
- Approve purchasing
- Ensure timely billing/collections including pension contributions, payroll and vendor payments

Facility Management

- Effective and efficient maintenance of hospital equipment, IT systems and infrastructure
- Plan capacity, bed allocation, expansion projects and identify areas of improvement
- Works with security to safeguard company assets.

Regulatory Compliance

- Initiates, recommends, and oversees approved lease agreements, access contracts, and service contracts
- Performs research on project feasibility and conducts staff satisfaction surveys within the department
- Ensure legal compliance with all relevant national healthcare laws, rules and regulations also ensuring the hospital avoids litigation
- Ensure hospital and clinics meet the standards set by accrediting bodies e.g. HPA, MCAZ etc to maintain its license to operate
- Strict adherence to the requirements of Integrated Business Management Systems (IBMS) i.e. ISO 9001:2015, ISO 14001:2015, ISO 45001:2018
- Conducts hazard identification, risk assessments, and develops risk mitigation and immediate corrective action plans.
- Ensures adherence to Food and Food Standards regulations

PERSON SPECIFICATION

- Mature individual (30+ years), with demonstrated expertise in leadership, administrative management, analytical thinking, and exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Clean criminal record
- Minimum five (5) years' experience in a health management environment

JOB SPECIFICATIONS

- Bachelor of Health Care Management/Administration
- MBA/ Masters in Health Care Management will be an added advantage

APPLICATION PROCEDURE

Applications from interested qualified candidates accompanied by a detailed CV, copies of certified educational and professional certificates are to be submitted on or before **22 May 2026** to:

careers@hwangecolliery.co.zw, indicating post applied for in caps on subject.

NB - HCCL Holdings does NOT recruit through agents nor do we charge any fees for recruitment or job applications



MAIN HWANGE OFFICE

Address: HCCL General Office,
Coronation Drive, Hwange, Zimbabwe
Tel: +263 812823101/7

HARARE OFFICE

Address: 112 Swan Drive, Alexandra Park,
Borrowdale, Harare, Zimbabwe
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BULAWAYO OFFICE

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Bulawayo, Zimbabwe
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Coal Sales: +263 785771236 (Call and WhatsApp)

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Certified to ISO 9001:2015, ISO 45001:2018 and ISO 14001:2015

