

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	DURDOC HOSPITAL- NURSING
<b>JOB TITLE:</b>	NIGHT ADMIN SUPERVISOR -X1
<b>PURPOSE OF POSITION</b>	
The incumbent will be responsible for overseeing all aspects of operating within the Hospital during the night shift, from supervising nursing staff to monitoring patient care and coordinating hospital operations.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Ability to understand and follow policies, procedures, and protocols.</li> <li>• To lead and supervise the staff on night shift which includes outsourced service staff.</li> <li>• Good Interaction skills with doctors, patients, and colleagues essential.</li> <li>• Ability to handle all conflict situations within the Hospital, on the night shift.</li> <li>• Equipment maintenance and motivations.</li> <li>• Recruitment of nursing personnel with the NSM.</li> <li>• Ability to lead and supervise staff.</li> <li>• Competent with the Hospital Regulations and Policy.</li> <li>• Ability to plan strategically and financially.</li> <li>• Assume the role of Nurse Educator with Students.</li> <li>• To ensure the Hospital is always run to the highest standards.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Approximately five (5) years' experience as a sister, deputising for the Unit Manager.</li> <li>• Diploma in Nursing Administration is essential.</li> <li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> <li>• Computer literacy – MS Word &amp; Excel</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Excellent Communication Skills</li> </ul>
<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> </ul>

**JMH VALUES**  
(Commitment)

- We respect the dignity of an individual.
- We are committed to giving our doctors top quality service.
- We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.
- We are committed to providing our shareholders with a fair rate of return on their investment.
- We will act in a responsible manner towards our physical and social environment.

CV's together with supporting documents should be submitted to: [durrecruit@jmh.co.za](mailto:durrecruit@jmh.co.za)

**NB: POPIA CLAUSE**

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

**Closing date for applications is 23 February 2022**

**Yours faithfully**  
**Jenny Bux Group HR Manager**