



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	<b>RIBUMED BALLITO HOSPITAL</b>
<b>JOB TITLE:</b>	<b>OPERATIONS MANAGER</b>
<b>PURPOSE OF POSITION</b>	
Operations manager will be responsible for full operation of the Ribumed day Hospital and the Ribumed behavioural centre, to ensure and maintain quality patient care standards.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"><li>• Delegate responsibilities accordingly.</li><li>• Effective customer satisfaction management.</li><li>• Effective clinical management.</li><li>• Effective risk management.</li><li>• Budget management.</li><li>• Labour cost management.</li><li>• Joint Performance Management.</li><li>• Effective relationship building with internal/ external stakeholders.</li><li>• Maintain pre-set inventory standards for solutions, supplies, medicines, and equipment, and keeps track.</li><li>• Understand and follow policies, procedures, and protocols.</li><li>• Interact with doctors, patients, and colleagues.</li><li>• Handle conflict situations.</li><li>• Responsible for equipment maintenance and motivations.</li><li>• Recruitment of personnel within the facility</li><li>• Plan strategically and financially.</li><li>• Ensure the hospital is always running to the highest standards.</li><li>• Ensure management of SLA's with external service providers</li><li>• Facilitate with marketing initiatives.</li><li>• Ensure that all infection prevention standards are managed and adhered to</li><li>• Responsible for coordinating DOH and OHSC inspections.</li></ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	

<p><b>MINIMUM REQUIREMENTS</b> (Educational Qualifications &amp; Experience)</p>	<ul style="list-style-type: none"> <li>• Grade 12 (Matric).</li> <li>• A relevant Nursing qualification (Diploma in General Nursing/ BCur Degree) or equivalent NQF 7 qualifications is essential.</li> <li>• Current registration with the South African Nursing Council as a Registered Nurse is essential.</li> <li>• A relevant management qualification preferable in Nursing Administration is mandatory.</li> <li>• Psychiatric qualification recognised by SANC is essential.</li> <li>• Minimum 7-10 years' experience in a hospital setting.</li> <li>• 5 years proven leadership and management experience in private healthcare preferable in psychiatric/ mental institution.</li> <li>• Extensive knowledge of mental health conditions and issues in mental health.</li> <li>• Theatre knowledge.</li> <li>• Ability to lead and manage multi-disciplinary team and uni-professional team.</li> <li>• Compliance with the SANC code for a Registered Nurse and all applicable health care legislations.</li> <li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous quality and improvement.</li> <li>• Computer literacy – MS Word &amp; Excel.</li> <li>• Competent with the Hospital Regulations and Policy.</li> </ul>
<p><b>SKILLS</b> (Practical &amp; Technical)</p>	<ul style="list-style-type: none"> <li>• Excellent Communication Skills</li> <li>• Excellent inter-personal skills</li> </ul>
<p><b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)</p>	<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> <li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> </ul>
<p><b>JMH VALUES</b> (Commitment)</p>	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>
<p>cv's together with supporting documents should be submitted to: <a href="mailto:ribumedrecruit@ribumed.co.za">ribumedrecruit@ribumed.co.za</a></p>	

**NB: Only short-listed candidates will be contacted.**

**POPIA CLAUSE – HR ADVERTS**

**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 06 June 2023.**

**Yours faithfully  
Jenny Bux Group HR Manager**